



**CALIFORNIA STATE CONTROLLER'S OFFICE**  
**Departmental Promotional Spot Examination**  
**ASSOCIATE ACCOUNTING ANALYST (Exam ID: 6CO07)**  
**MONTHLY SALARY RANGE**  
**\$4,829-\$6,048**

***Note:** The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments.*

<b>Bulletin Release Date</b>	06/01/2016
<b>Final Filing Date</b>	Continuous; the cut-off dates for this examination are June 30 and December 31.
<b>Who May Apply</b>	<p>This is a Departmental Promotional Spot examination for the State Controller's Office. Applicants must be:</p> <ol style="list-style-type: none"><li>1) Be a permanent civil service appointment with the State Controller's Office as of the final filing date in order to participate in the examination; or</li><li>2) Have been employed with the State Controller's Office within the last three years, without a break in State civil service; or</li><li>3) Be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or</li><li>4) Be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or</li><li>5) Be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).</li></ol> <p>Candidates who meet the minimum qualifications as stated below may apply for this examination. Once you have list eligibility, you may not reapply for twelve (12) months from your eligibility date. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Candidates that are unsuccessful in the exam must wait six (6) months from the testing date before reapplying to take the exam.</p>
<b>Filing Instructions</b>	<p>Applications (STD 678) must be <i>postmarked or received no later than the final filing date</i>. Applications postmarked, received via inter-office mail, or personally delivered after the final filing date will not be accepted. Faxed or emailed applications will not be accepted. Applications postmarked after the cut-off date or received after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. <i>The examination title must be indicated on the application.</i></p> <p><b>*File by Mail:</b> State Controller's Office HR – Examination Unit P.O. Box 942850-5877 Sacramento, CA 94250-5877 Attn: Andrea Munoz</p> <p><b>*File in Person:</b> State Controller's Office HR – Examination Unit 300 Capitol Mall, Suite 300 Sacramento, CA 95814 Attn: Andrea Munoz</p> <p><i>*Candidates are responsible for obtaining proof of mailing or submission of their application to the Examination Unit.</i></p>

<b>Special Testing Arrangements</b>	<p>If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice Line at 1-800-735-2922.</p>
<b>Identification for Examination</b>	<p>Accepted candidates are required to bring their Notice to Appear <i>and</i> either a photo identification card or two forms of signed identification to each phase of the examination.</p>
<b>Requirements for Admittance into the Examination</b>	<p>All applicants must meet the education and/or experience requirements for this examination by the established cut-off (final filing) date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.</p> <p>All applications must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.</p> <p><b>Note:</b> Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I,” “or II,” “or III,” etc. For example: Candidates, who possess qualifying experience amounting to 50% of the required time of Pattern I <i>and</i> additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.</p>
<b>Minimum Qualifications</b>	<p><b>Education</b></p> <p>Either I Equivalent to graduation from college with a specialization in accounting. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)</p> <p>Or II Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, first semester intermediate accounting and advanced accounting (or second semester intermediate accounting), fund/governmental accounting, cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)</p> <p><b>And Experience</b></p> <p>Either I One year of experience in the California state service performing accounting analyst, professional accounting, accounting systems or auditing duties at a level of responsibility equivalent to Accounting Analyst, Range C.</p> <p>Or II Three years of increasingly responsible accounting analyst, professional accounting, accounting systems or auditing experience in a governmental or private setting. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Analyst, Range C.)</p> <p>Promotional candidates who have completed the education requirement and who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.</p> <p>Click on the link below to review the CA State Personnel Board class specification that contains the requirements for admittance to the exam:</p> <p><a href="https://hrnet.calhr.ca.gov/CalHRNet/SpecCrossReference.aspx?ClassID=4588">https://hrnet.calhr.ca.gov/CalHRNet/SpecCrossReference.aspx?ClassID=4588</a></p>
<b>Examination Information</b>	<p>Applications will be accepted on a continuous basis. Testing is considered continuous, as new examination dates can be set at any time as departmental needs warrant. Each new cut-off (final filing) date will be publicized to ensure that applicants have adequate time to complete and submit an application.</p>

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**Note:** If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Minimum Qualifications" shown on this bulletin, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

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**Eligible List Information**

A Departmental Promotional Spot eligible list will be established for the State Controller's Office in Sacramento County. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. The list will be abolished 12 months (Competitor's eligibility will expire 12 months) after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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**Position Statement**

This is the full journey level, requiring independence and proficiency in handling complex and difficult assignments. Incumbents may serve as leadpersons but are not responsible for the direct supervision of other Accounting Analysts or other accounting staff.

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**Knowledge, Skills, and Abilities**

**Knowledge of:**

1. Advanced knowledge of accounting principles and procedures to effectively perform complex accounting functions.
2. Comprehensive knowledge of governmental accounting and budgeting to effectively apply accounting principles and procedures to a governmental entity.
3. Advanced knowledge of principles of electronic data processing to ensure complete and accurate accounting processes.
4. Intermediate knowledge of the principles of business management, including office methods and procedures, to effectively plan, organize, and lead staff.
5. Advanced knowledge of the Uniform accounting system and financial organization and procedures of the State of California, policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agencies, financial management activities.
6. General knowledge of governmental functions and organization at the State and local level to maintain a good working relationship with our customers.

**Skill in/to:**

1. Skill to operate a 10-key to enter data and perform calculations.

**Ability to:**

1. Advanced ability to apply accounting principles and practices to perform job duties in a competent manner.
  2. Advanced ability to analyze data and draw sound conclusions to accurately process, provide, and implement accounting information.
  3. Intermediate ability to analyze situations accurately and adopt an effective course of action.
  4. Intermediate ability to prepare clear, comprehensive, and concise reports with the use of various tools to provide direction and information on a wide variety of accounting functions.
  5. Advanced ability to research and analyze a variety of accounting data to develop and adapt an effective course of action.
  6. Advanced ability to research and apply critical thinking strategies to identify trends, make projections, and draw conclusions.
  7. Intermediate ability to make sound decisions and recommendations with regard to accounting problems.
  8. Intermediate ability to work closely with operating managers to identify accounting office capabilities as they apply to a variety of program needs.
  9. General ability to establish and maintain cooperative relations with those contacted at work.
  10. Advanced ability to interpret and apply appropriate laws, rules, standards and procedures to conduct business operations.
  11. Advanced ability to communicate effectively in order to exchange information and/or to provide direction to staff and others.
  12. Ability to effectively use a personal computer to input data, access information, and/or create materials and documents using a variety of software applications.
  13. Advanced ability to apply mathematical computations to complete accounting functions and ensure accuracy of transactions performed.
  14. Advanced ability to work under pressure of tight timeframes when completing projects and/or assignments.
  15. Advanced ability to be flexible in adapting to changes in priorities, work assignments and other interruptions which may impact completing or progressing with projects and assignments.
  16. Advanced ability to work independently with minimal supervision in a capacity of a lead person.
  17. Advanced ability to work as a team member to accomplish the goals, mission, and objectives of the department.
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	18. Advanced ability to prioritize and multi-task in a fast pace environment and accept new assignments to complete a project. 19. Advanced ability to understand oral instructions containing complex technical information. 20. Advanced ability to maintain confidentiality of information to ensure that personal and sensitive information is secured. 21. Advanced ability to identify and recommend improvements to enhance program and organizational efficiency.
<b>Special Personal Characteristics</b>	Ability to qualify for a fidelity bond.
<b>Additional Desirable Qualifications</b>	Preferred additional education includes courses in statistics, business finance, mathematics, college composition, speech/oral communications and/or business composition.
<b>Veterans' Preference</b>	Veterans' Preference credits will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.
<b>Career Credits</b>	Career Credits will not be added to the final score of this examination.
<b>Contact Information</b>	For more information regarding this examination, please contact the Examination Analyst Andrea Munoz at 916-322-7368.
<b>General Information</b>	<p><b>For an examination <i>without</i> an advertised examination date,</b> it is the candidate's responsibility to contact the State Controller's Office Examination Unit, (916-324-0811), three weeks after the final filing date if he/she has not received a progress notice.</p>

If a candidate's notice of examination fails to reach him/her 3 days prior to their scheduled examination date due to verified postal error, the candidate will be rescheduled upon written request.

**Examination Locations:** Examinations will be administered in locations deemed appropriate for the examination type and in accordance with the candidate pool and departmental resources. Examinations may not be administered in all areas. Candidates may be asked to travel to the nearest examination location at their own expense.

**Applications are available** at <https://jobs.ca.gov/Public/StateForms.aspx>, CA Department of Human Resources (CalHR) offices, local offices of the Employment Development Department (EDD), and the State Controller's Office.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in this examination will be compared with the performance of the others who take this examination, and all candidates who pass will be ranked according to their scores.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) Sub-Divisional Promotional, 2) Departmental Promotional, 3) Multi-Departmental Promotional, 4) Servicewide Promotional, 5) Departmental Open, and 6) Open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire 12 months after established unless the needs of service and conditions of the list warrant a change in this period.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Promotional Examination Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans who meet all the minimum qualifications. Under certain circumstances other employees may be allowed to compete under provision of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at State Personnel Board office, or <http://www.jobs.ca.gov>.

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The State Controller's Office reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

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TDD is Telecommunication Device for the Deaf and is reachable only from phones equipped with a TDD Device  
California Relay Telephone Service for the deaf or hearing impaired

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922

Upon request, this document can be produced in Braille or large print.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.